

OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDDEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE

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1. Application Date July 17, 1973		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.				Date Received NOV 20 1973	Application No. 73-523
3. AGENCY, Division, Subdivision & Administering Office Address Dept. of Offender Rehabilitation, Administrative Services Food Service Dept. Room 811, Trinity-Washington Bldg. Atlanta, Georgia 30334				4. Person to Contact Fred Prince	
				5. Working Title Food Service Dir. II	6. Tel. No. 3790
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 7/1/68 to present		9. EXACT SERIES TITLE Master Menu Files			
10. What function performed resulted in creation of this series <p>The Administrative Services Division has the responsibility for computer services, engineering, personnel, fiscal affairs, food services, supplies and equipment, office management and records management for the Departments of Offender Rehabilitation and Corrections.</p> <p>The Food Service Section provides technical guidance and assistance as required to all units of the Department of Corrections to assure adequate food for good nutrition, properly prepared, for inmates and staff at minimum expense.</p>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any <p>Files relate to the Food Service Program of the State penal institutions.</p> <p>Files includes menus for State penal institutions.</p> <p>The file is arranged by days of the week and thereunder chronologically.</p>					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1/4	
Legal-size File Drawers				1/2 cu. ft.	
				In Office(s)	
				In Storage Area(s)	
5 Binders		1 1/2	1 1/2 cu. ft.	By Annual Accumulation	
				This Year's	
				Last Year's	
				Preceding Year's	
				All Prior Years	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO
Historical Research

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

This decision was made after consultation with Harmon Smith.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☒ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by

Recommendations

in Paragraph 25

are:

Recommendation prepared by <i>State Auditor</i>	Approved by Division <i>Harmon Smith</i>	Records Management Officer <i>Michael Mobley</i>	Date 7/7/73
State Auditor <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>W. M. S.</i>	Director, Archives & History <i>Carroll Hart</i>	Date 10-11-73
<i>JAB</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	State <i>R. M. S.</i>		Date 10-5-73
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			Date 10-10-77